



ILM LEVEL 5 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT SKILLS



ILM/L5QLMS/0308

Introducing the qualifications

The ILM Level 5 Award and ILM Level 5 Certificate in Leadership and Management Skills have been designed to give practising or aspiring middle managers a solid foundation for their formal development in this role.

The Award is a concise qualification made up of two mandatory units. In the first unit, 'Understanding the management role', participants explore the nature of the middle management role and critically evaluate their own managerial ability. In the second mandatory unit, 'Assessing your own leadership capability and performance', participants explore leadership styles within their organisation, the commitment and motivation of their teams and their own ability to motivate teams to meet organisational goals.

The Certificate builds on the leadership and management skills gained in the Award through a choice of additional units covering a variety of leadership and management topics. (Please note participants are not required to undertake the Award as a prerequisite and may join the Certificate directly). From 'Developing the manager as a critical thinker' to 'Making professional presentations' the Certificate in Leadership and Management Skills can be tailored to meet the varying needs of participants across all employment sectors.

Qualifications overview

	Level 5 Award in Leadership and Management Skills	Level 5 Certificate in Leadership and Management Skills
Credit value*	<ul style="list-style-type: none"> Minimum 10 credits 	<ul style="list-style-type: none"> Minimum 21 credits
Guided learning	<ul style="list-style-type: none"> Minimum 34 hours 	<ul style="list-style-type: none"> Minimum 90 hours
Duration	<ul style="list-style-type: none"> Completion within one year 	<ul style="list-style-type: none"> Completion within two years
Structure	<ul style="list-style-type: none"> Induction – one hour Tutorial support – at least three hours Two mandatory units No optional units 	<ul style="list-style-type: none"> Induction – two hours Tutorial support – at least seven hours Two mandatory units Optional units with a minimum credit value of 11, of which at least seven must be at level 5
Assessment – mandatory units	<ul style="list-style-type: none"> Work-based assignment, plus Reflective review 	<ul style="list-style-type: none"> Work-based assignment, plus Reflective review
Assessment – optional units (Certificate only)	Depending on the units selected, a choice of: work-based assignments, reflective reviews, oral presentations, written reports or centre devised alternatives	
Entry requirements	There are no formal entry requirements but participants will normally be either practising or aspiring middle managers with opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme	

* Credit values are notional until 30 April 2008, pending the introduction of the English Qualifications and Credit Framework which will ratify/revise these values. One credit is equivalent to a nominal ten hours of learning time



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Overview of units

Ref	Unit title	CV*	Mandatory
M4.01	Understanding the management role	4	A C
M4.02	Developing management skills	4	
M5.04	Developing the manager as a critical thinker	4	
M5.07	Managing individual development	4	
M5.08	Managing stress and conflict in the organisation	3	
M5.09	Communication in management	4	
M5.15	Managing projects in the organisation	4	
M5.16	Managing a healthy and safe environment	2	
M5.19	Managing meetings	3	
M5.22	Conducting work analysis	2	
M5.23	Analysing and interpreting statistics to inform management decisions	2	
M5.24	Conducting operations research	2	
M5.25	Analysing and presenting data to inform management decisions	2	
M5.27	Making professional presentations	2	
M5.28	Leading teams	4	
M5.29	Assessing your own leadership capability and performance	6	A C

* Credit value

Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate, then choose from the remaining units to make up the required minimum credit value (Certificate only) – check with your centre for further advice.

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 5 Leadership and Management Skills qualifications:

- **Management Extra** published by Permagon Flexible Learning. This is an adaptable training resource comprising a series of workbooks which cover a wide range of management topics. Many of these books provide excellent support for the programme, and have been mapped to the units
- **Videos**. Choose from 'Teams that Work' and 'Vision for Change'. Both videos feature real case studies, not actors, and are supplied with full support materials
- **Unit assessments**. A range of ready-to-use assessments, complete with mark sheets, covering units and clusters of units

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

Contact ILM www.i-l-m.com

The ILM Qualification and Membership teams are dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or e-mail **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or e-mail **membership@i-l-m.com**

Customer Services

Stowe House
Netherstowe
Lichfield
Staffordshire
WS13 6TJ
T 01543 266867
F 01543 266811